

JOB DESCRIPTION

Position: Finance and Admin Officer

Report to: Finance and Operations Manager (FOM), Chief of Party.

Supervise: Accounting and Admin Assistants.

Location: Ho Chi Minh City, with frequent travel to project sites

Job summary : The Finance and Admin Officer (FAO/HCMC) focus on accounting activities, financial management, compliance and general operations executed by/at VNAH HCMC.

Key responsibilities:

1. Financial and Accounting activities (50%):

- Ensure all accounting /financial activities (that are assigned to FAO) comply with applicable VNAH policies, donor's regulations, and Vietnamese laws.
- Ensure all accounting and financial transactions are accurately and timely processed, and fully documented.
- Prepare and review payment vouchers and related supporting documents to ensure compliance/alignment with approved budgets, budget plans, donor's regulations, as well as VNAH's cost-norms, account and transaction codes.
- Review payment requests, ensure proper and sufficient supporting documents before processing payment.
- Prepare wire transfers, advise and follow up supports on wire transfer for internal and external customers (project teams, vendors and partners...)
- Oversee and track advances, and advance settlements by project teams and vendors; ensure recovery within deadline.
- Prepare monthly reconciliations, including bank and accounts reconciliations.
- Conduct daily posting of transactions into QuickBooks accounting software.
- Maintain appropriate financial filing systems for accounting/financial records, and conduct weekly back up for all records and fillings (hard copies and electronic copies).
- Assist FOM and other project teams in development and updating of cost norms, financial/accounting procedures, internal control and compliance checks to ensure donor requirements, VNAH policies and applicable national laws are fully followed.

2. Other financial management and supports (20%):

- Kept informed/abreast on donor's and GVN's regulations and updates regarding financial management and accounting procedures - especially on contract/subcontract, procurement, cost principles, NGO/ODA funding approval, and report requirements, etc.; timely inform supervisors/VNAH management on updates or problems/issues arise.
- Prepare and support project teams and partners in developing project and operation budgets, activity budgets, budget forecasts and pipelines analysis, as required.
- Monitor and track project and activity expenditures quarterly and annually, and ensure expenditures are aligned with approved budget, and commitment with local GVN partners.

- Monitor and track expenditures and contractual compliances of the sub-awardee and vendors, as appropriate.
- Prepare monthly variance analysis for activity / project (as assigned), monthly and quarterly financial reports, burn-rate reports, and other reports as requested.
- Support in internal and external audits and financial reviews, and addressing auditor's recommendations.
- Supports in preparation of application for tax/VAT refund, follow up with local tax authorities and partners the matters, and tracking of status (refund or waiver request).
- Support in tax and VAT tracking and reporting, and preparation of other financial reports to donors and local government, as required.
- Provide training, guidance and mediations to new staff, project teams and partners, on financial and accounting policies, procedures, cost norms and other relevant issues.
- Travel to the fields/project sites to conduct internal controls, monitoring, training, audits, and other supports - at least quarterly or as required– for VNAH teams and partners.

3. Operation and Admin supports (30%):

- Supports the management team (CD, COP, FOM) and project and technical teams in correspondences and relations with donors, partners, vendors and others.
- Conduct, oversee and guide the admin assistants at HCMC and field offices to ensure administration and operation functions are executed effectively and efficiently.
- Conduct and support the inventory, tracking, updating and reporting of inventories as per VNAH's, donors and partners requirements.
- Support in procurement process, including preparing invitation for quotes, market research, quotes/prices comparison and reviews, and selection of vendors.
- Support in establishment and oversight of contracts, sub-contracts, sub-awards, purchase orders, blanket purchase orders related to project activities.
- Support in preparation of reports to local authorities, GVN partners, and donors as required.
- Support in recruitment and management of staff and consultants, ensure the processes are in compliance with VNAH's policy as well as applicable donors and national regulations.
- Perform other duties and responsibilities as assigned by supervisor and/or CD and COP.